

# Narrow Trail Cowboy Church Audit Team Procedures

**SEPTEMBER 6, 2017**  
**Amended NOVEMBER 7, 2018**

## Definition of Audit Team

The Audit Team is made up of no less than 3 members, including a team leader, to be appointed by the Elders. They shall meet bi-monthly, or sooner if needed, to audit the financial records and various Church procedures. They only verify and report. They have no decision making authority about how money is spent including participating in the yearly budgeting process. Compliance with Church Bylaws shall be followed.

## Audit Philosophy

Expediency should not be substituted for diligence.

## Team Membership

The members should have no conflict of interest in any financial aspects of the Church including decisions as to how money is spent and in what amount, financial record keeping, check signing, banking and other similar activities. This would preclude them from serving as pastors, elders, treasurers and secretaries. Any financial matter brought before the congregation in line with the Bylaws would be an exception. With the approval of the elders, an exception can be made for a team member to serve on another Church team that has a fixed annual budget.

## Team Meeting

The Team shall meet bi-monthly, or sooner if needed, to audit the financial records from the preceding month or months and any other necessary matters. The Church treasurer will attend with the appropriate financial records.

The Team shall review the overall financial condition of the Church, compliance with financial procedures such as proper authorizations and documentations, compare receipts to payments, review and verify recurring payments, review the reconciliation and balancing of the checkbook, address any issues from the treasurer and any other pertinent issues.

## Audit Records

A report of the audits will be prepared and signed by the Team members present both certifying the results of the audit and including any recommendations. The original will be kept in the financial records. The Audit Team will maintain a record of the audits. The Audit Team will report the results of the audits to the Team Leaders Meeting.